

Course/module description (*Academic Writing and Communication– Академическое письмо и коммуникация*)

Course provider (institution): Kyrgyz State Technical University named after I.Razzakov (KSTU), Department of Production and expertise of building materials, products and constructions.

Course title: Academic Writing and Communication (БД.1.В.2)

Target group: PhD Students (620100 – Geodesy and Remote Sensing Direction. Geodesy and Geoinformation Technologies Program)

Type (compulsory/optional): optional

Number of ECTS credits allocated (if applicable); estimated workload: 5 ECTS (150 academic hours)

Mode of delivery (face-to-face/ distance learning etc.); number of contact hours:

48 class hours (48 – practical), 102 hours for the self study

Language of instruction: Kyrgyz/Russian/ English

Prerequisites and co-requisites (if applicable): To study the discipline "Academic Writing and Communication" it is necessary to have a basic understanding of the purpose and structure of business correspondence, skills of writing academic writing, motivational and argumentative writing. To possess a basic vocabulary of the English language, skills and abilities to compose business documentation in the English language.

Course aims: To teach undergraduate and graduate students to express and justify their thoughts through a concise and persuasive academic text. To develop the ability to establish by means of academic writing scientific and educational communication in an educational and scientific environment.

Learning outcomes: After taking this course, the students should:

Know:

- Compositional structure and features of academic writing, genres of scientific texts: primary (scientific article, dissertation, review, expert opinion, academic essay, monograph), secondary (description of scientific project, review, abstract, scientific theses, scientific discussion). As well as, inherent in this style of speech lexical means;
- logical, semantic and structural features of the monologue - description, monologue-narrative, monologue-reasoning;

Be able to:

- in accordance with the communicative task to write an article, review and essay, using the studied lexical means, formulas of speech etiquette, structures of simple and complex sentences.
- build a monologic statement in accordance with the chosen functional and semantic type of speech (monologue-description, monologue-narrative, monologue-reasoning), etc.; conduct a scientific discussion on the chosen topic.

Course content:

1. Academic writing. What is it? (brainstorming).
2. Types of letters
3. Instructional documents: order, instructions, directive, decision, excerpt from the order (minutes).
4. Informational and reference documents: report note, explanatory note, certificates, acts, protocol, job description, resolution, other documents.
5. Personal documents: labor contract, agreement, sample documents
6. Work with confidential documents
7. Personal documents: application, CV, resume, power of attorney, receipts.

Recommended or required reading and other learning resources/tools:

1. Lecture Materials
2. Normative documents and regulations.
3. The Power Point lecture slides are available for download as PDF files at the course website.
4. Electronic resources on the lecture topics are available at the course website.

5. The class notes, latest journal articles and references related the course topics will be referred to and/or distributed during the lectures.
6. Text and Reference Books

Recommended or required reading and other learning resources/tools:

Course teaching materials available through the university ELMS;
Instant messaging, blog and personal electronic communication platforms

Required literature:

1. Теплицкая Т.Ю. Правила деловой переписки-Ростов н/Д.: 2006.
2. Джумабекова Р.К. Документы и делопроизводство.Кырг. техн. ун-т, Учебное пособие. Бишкек, 2013.

Planned learning activities and teaching methods:

1. Practicals and seminars;
2. Independent work on the research topic.
3. Regular consultation and discussion of independent work;

Assessment methods and criteria:

1. Practice assignments (40 %).
2. Individual assignments (10 %).
3. Activity and participation in discussions (10 %).
4. Final exam (40 %).

Grading system: Five-point academic grading system, where 5 - "Excellent" and 2 - "Unsatisfactory"
(Grades: A, B, C, F)

Additional information: Course instructor – Dr. Dzhamilya Barsanaeva.

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